OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Linda McCulloch
Superintendent

November 24, 2008

TO: School District Authorized Representatives, Principals
               School Discipline Coordinators

FROM: Cathy Kendall, Director, Health Enhancement and Safety Division
               Tim Harris, Director, Division of Special Education

RE: School Discipline Data Collection for School Year 2008-2009
               Due Date for Electronic Submission: June 30, 2009

This is a collection of school discipline data that includes all incidents that occur between July 1, 2008, and June 30, 2009, and:

- result in an <u>out-of-school</u> suspension or expulsion, regardless of the length of time, for any enrolled student; or
- involve weapons, drugs or violence in which the perpetrator is a non-student; or
- result in an <u>in-school suspension of a student with disabilities</u>.
     (See below for further information.)

PLEASE NOTE!

School districts are encouraged to enter and submit school discipline data electronically through the OPI's Web-based application:
http://www.opi.mt.gov/schooldisciplinedc/index.html . Failure to report will put a school out of compliance with the ESEA/NCLB act {UMIRS provisions, Section 4112 ©(3)}, requiring collection of specific data related to the frequency, seriousness, and incidence of violence and drug-related offenses resulting in suspensions and expulsions in elementary and secondary schools in the state.

<u>The Web application opened on **November 3, 2008**, and will stay open until the due date of June 30, 2009.</u> This will allow schools and/or districts to enter data on an ongoing basis throughout the school year. Ongoing data entry has obvious advantages that include an up-to-date, ongoing log of incidents for a school; more accurate accounting of an incident when entered shortly after it occurs; and elimination of the time-consuming task of entering all data at the end of the school year.

The school district administration is responsible for ensuring that every school within the district has submitted a completed report. A school with no incidents to report at the end of the year simply checks the "no incidents" box on the data entry screen for that school. Data must be submitted at the district level for the OPI to consider the data to be complete. <u>The submittal process will not be available until **May 15, 2009**</u>.

User names and passwords, for access to the application via the IRIS/Citrix log in throughout the 2008-09 school year, were mailed to school district authorized representatives in June 2008. For assistance with those passwords, contact the OPI Help Desk (444-3448). In addition, and **new this year**: because the application will now require the use of the unique student identifier (the student's state ID from the AIM system) for each perpetrator, an additional security step has been

added to the application. Each district staff member responsible for entering information into the discipline application will need a unique user name and password that was sent to you by Lisa Smith. Please contact Lisa about this additional security step (444-0685).

The OPI Web page for the School Discipline Data Collection provides all information for this data collection. This page will alert reporting agencies of any updates, changes, or provide clarification, if needed, throughout the year. It also provides access to all resources for the data collection. The Web address is: http://www.opi.mt.gov/schooldisciplinedc/index.html. Resources currently available are:

- School Discipline Instruction Manual (in pdf format) (update coming soon);
- Link to the on-demand instructional video, which includes an overview of the data collection along with step-by-step instructions for the Web-based application. It is highly recommended that you view the introduction of the video for information on the new data reporting requirement;
- Glossary of Terms used in the data collection;
- Frequently Asked Questions document;
- Worksheet for Out-of-School Suspensions and Expulsions; and
- Worksheet for In-School Suspensions of Students with Disabilities.

The worksheets listed above may be useful for compiling the data prior to entry into the application, but should not be used for paper filing. Please contact the staff below for help with inputting electronic data.

The federal requirement to report data on in-school suspensions of students with disabilities remains the same as last year. The federal definition for in-school suspension is:

> Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

Data being collected on these students with disabilities include: student identifier, gender, race, limited English proficient status, days (or fraction of a day) removed, and all disability codes that apply. Please see the instruction manual or training video for detailed information on this data collection requirement.

Another minor change to the application is the addition of grade level of the perpetrator, if a student, from P-K to Grade 12.

Enclosed is a one-page summary sheet of all codes needed in the application, except grade level.

For additional information regarding the application, training or anything mentioned in this memo, contact Marion Erp (444-1951, e-mail: merp@mt.gov) or Lisa Smith (444-0685, e-mail: Lsmith2@mt.gov).